



Workstations Manual

Version management

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1 Workstation settings

This dialog is used to define workstations. All workstations that are connected to a business unit of the plant of the currently selected business unit are shown. Typically, this form is only accessible by a system administrator type of user.

For each workstation, it is possible to define specific settings, such as:

Software settings like:

- Define the time zone
- Define the plant department
- Change settings about delivery notes
- Change settings about weighing

Hardware settings like:

- Define serial devices like barcode readers

Print preview settings like:

- Should reports like delivery notes be previewed and printed or just printed?

Label printers like:

- Define the way label printers are used

Example:

The Inscan-department has a barcode reader defined to be able to scan unique identified garment pieces. Besides that, it is possible to disable the preview of documents on the screen. It is also possible to add label printers to the workstation.

Note: Workstations are added automatically during the start of the ABSolute-application.

Workstation [Window Title]

Modify Workstation

✓ Save and Exit ✗ Exit ⬆ First ⬆ Previous ⬇ Next ⬇ Last

Code:

Description:

Business Unit: |

Settings

Software Settings | Hardware Settings | Tag Reading | Printers | Print Settings | Label Printers

Time Zone:

Plant Department: |

Delivery Note: | Weighing | Multi Reading | Miscellaneous | Residential

Access Rights

Inquiry Delivery Notes: Not in Past, Today's
 One week back
 All weeks
 All Plant Departments

Allow adding:
 Outstanding Delivery Variations

Printing

Delivery Note:

Print Order Form:

Print Container/Box Labels
 Allow to copy Delivery Note

Controls

Hide Maintain Packing and Delivery Notes Email Button
 Hide Maintain Packing and Delivery Notes Cancel Button
 Hide Maintain Packing and Delivery Notes Assion Button

Workstation - General fields

Workstation [Window Title]

Add Workstation

✓ Save and Exit ✗ Cancel ⬆ First ⬆ Previous ⬇ Next ⬇ Last

Code:

Description: ?

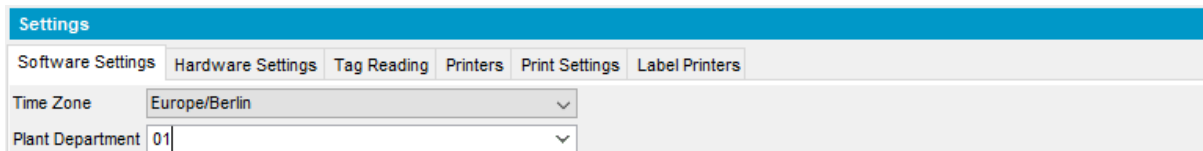
Business Unit:

The general fields that you can enter for each workstation are:

Field	Description
Code	A code for the workstation. Example '1' or 'WS1'.
Description	A description for the workstation.
Business Unit	The business unit where this workstation belongs.

1.1 Workstation - Software Settings

With Software Settings you can define - for example - how delivery notes will be used for the given workstation. Suppose you have a workstation in the stockroom where you want to deliver garments for rent. Then you can decide to have delivery notes only for today (not in the past), and only process delivery notes, because you do not have a printer available in the stockroom. In this way you can make settings that are workstation specific.

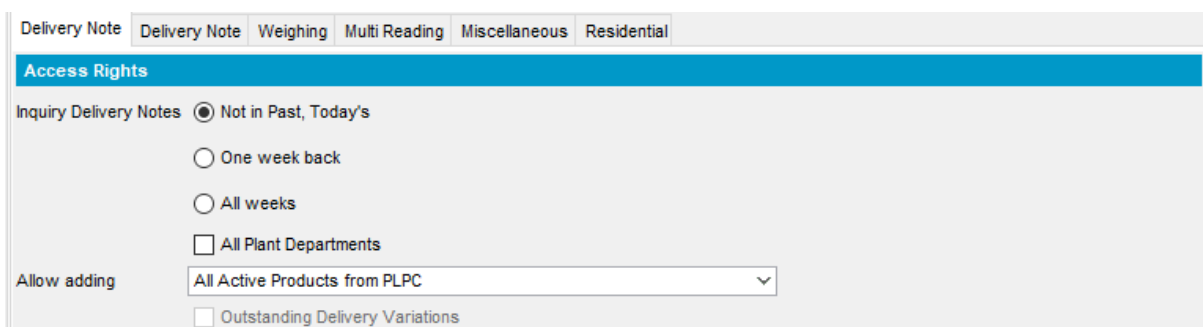


The screenshot shows a 'Settings' window with several tabs: 'Software Settings', 'Hardware Settings', 'Tag Reading', 'Printers', 'Print Settings', and 'Label Printers'. The 'Software Settings' tab is active. It contains two dropdown menus: 'Time Zone' set to 'Europe/Berlin' and 'Plant Department' set to '01'.

The fields that you can enter for the software settings are:

Field	Description
Time Zone	The time zone that is used here. If you have workstations in different time zones, you can enter them here.
Plant Department	The plant department where this workstation is used.

1.2 Workstation - Software Settings - Delivery note



The screenshot shows a 'Delivery Note' window with tabs: 'Delivery Note', 'Weighing', 'Multi Reading', 'Miscellaneous', and 'Residential'. The 'Delivery Note' tab is active. Under the 'Access Rights' section, there are radio buttons for 'Inquiry Delivery Notes' with options: 'Not in Past, Today's' (selected), 'One week back', and 'All weeks'. There is a checkbox for 'All Plant Departments' which is unchecked. Below that is a dropdown menu for 'Allow adding' set to 'All Active Products from PLPC'. At the bottom, there is a checkbox for 'Outstanding Delivery Variations' which is unchecked.

1.3 Access rights

Setting	Description
Inquiry delivery notes: Not in past, today's One week back All weeks	Here you can make a setting for the delivery note during inquiry. One of three settings can be chosen: Not in past, today's: This workstation is not allowed to see, create or modify delivery notes in the past. This avoids mistakes in data entry. One week back: See above, but now only one week back is allowed or a date in the future. All weeks: See above, but now all weeks are allowed. Normally production workstations will not have access to all weeks.
Allow adding of products not in product list per customer	When delivery notes are made, normally you will use the option 'Allow adding of...'. This means only products are allowed that are contracted for (in Product List per Customer). Note: Product List per Customer is a set of products that is contracted to a specific customer. This is explained in manual '08-B1 Customer Structure General'.

Printing

Delivery Note	Print and Process ▼
Print Order Form	Never ▼
	<input type="checkbox"/> Print Container/Box Labels
	<input type="checkbox"/> Allow to copy Delivery Note

1.4 Printing

Setting	Description
Delivery note: Only process (no printing) Print and process	Do you want to process delivery notes only or also print them? Normally production workstations will be configured to print and process. Some workstations could be configured so no printing of Delivery Notes is required (but processing only will store the delivery note as well).

Use these options to enable or disable certain buttons - and functionality - in the Delivery note-dialog.

1.6 Optional buttons

Setting	Description
Add Outscans: Disabled Only add outscans for this department. Add outscans for all packing departments	Do you want to add outscans or not, for this department or for all packing departments?
Add for counting: Disabled Enabled, add from product list Enabled, add from delivery standards	If there is a need for manual count, the system provides a fast adding mode: all products that are clean/soil counted (see Product List per Customer) will be added at once with delivered quantity on zero. The user is asked to enter the delivered quantities. Note: The 'Product List per Customer' is explained in manual '08-B1 Customer Structure General'.
Outscan Items: Disabled Pool items only Both pool items and personalized garments (multiread)	Make a choice what button should be shown for Outscan items.
Outscan OR Packs Disabled Enabled, only ordered packs Enabled, only ordered packs and more than ordered Enabled, ordered and not ordered packs	Make a choice what button to show for Outscan OR Packs.

1.7 Workstation - Software Settings - Weighing

Weighing Ticket Settings

Soil/Clean Soil Clean

Allow changing tickets made in the past

Allow changing the default date

Allow creation of tickets made in past week

Require Input Employee Number

Only processing (no printing)

Default Department Number

Default Weighing Category Code

1.8 Weighing Ticket Settings

Settings	Description
Soil/Clean	If the option 'Soil' is chosen, this workstation is configured to enable weighing soiled items. Otherwise only clean items are allowed for weighing.
Allow changing tickets made in the past	Only a few workstations will be authorized to make these changes. Most authorities do not allow that changes are allowed in the production environment.
Allow changing the default date	In some circumstances the authorities do not allow any change to the date that the weighing ticket is made.
Allow creation of tickets made in past week	If the setting 'Allow changing the default date' is enabled, you can also allow this setting.
Require input employee number	When the workstation is used for weighing, the system will ask for the input of the employee number. This allows traceability. Often used within Clean room and OR environments.
Only processing (no printing)	Normally production workstations will be configured to print and process. Some workstations could be configured that no printing of Weighing Tickets is required (but processing only will store the weighing ticket as well).

1.9 Workstation – Software Settings – Multi Reading

These are settings when 'multi reading' is used. This is about UHF-ID's, where multiple items having this type of UHF-tags can be read at once. Here special settings can be made for the devices that are used for this type of reading.

Delivery Note
Delivery Note
Weighing
Multi Reading
Miscellaneous
Residential

Operation Mode

Batch

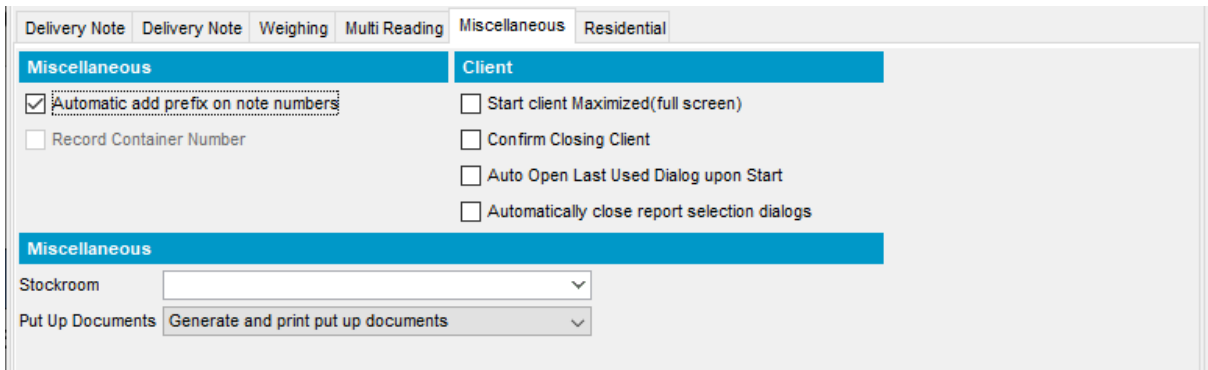
Minimum Time Stable Tag Count ms
 Upon Batch Completion Clear Screen After sec

 Continuous

Tag Validation & Processing

Allow to Confirm / Reject Multi Read Scans before processing
 Tag Validation Interval ms
 Max Batch Size pieces

1.10 Workstation - Software Settings - Miscellaneous

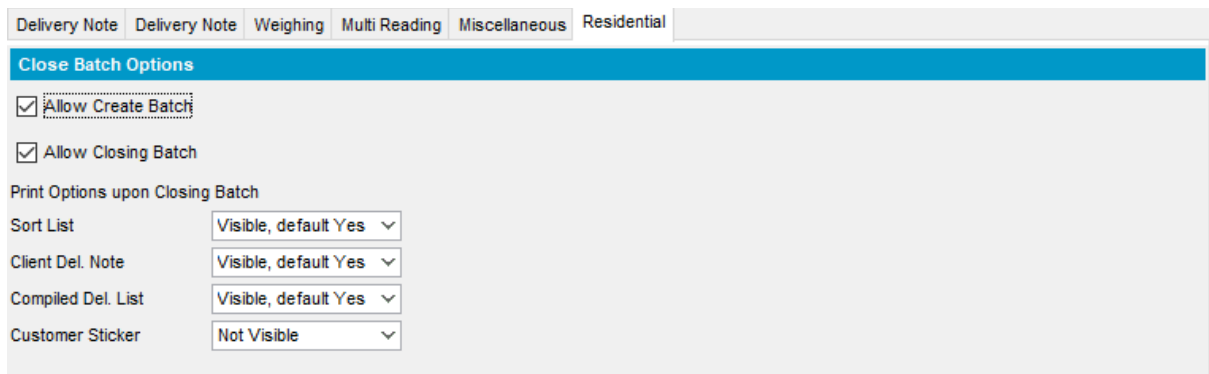


The screenshot shows a software settings window with several tabs: Delivery Note, Delivery Note, Weighing, Multi Reading, Miscellaneous, and Residential. The 'Miscellaneous' tab is active, showing a list of settings. Under the 'Miscellaneous' section, there are two checkboxes: 'Automatic add prefix on note numbers' (checked) and 'Record Container Number' (unchecked). Under the 'Client' section, there are four checkboxes: 'Start client Maximized(full screen)', 'Confirm Closing Client', 'Auto Open Last Used Dialog upon Start', and 'Automatically close report selection dialogs'. At the bottom, there are two dropdown menus: 'Stockroom' and 'Put Up Documents'.

Setting	Description
Automatic add prefix to note numbers	Do you need a prefix for the note number? A prefix is an additional number that will be at the start of the note number. For example: 04300051 where '043' is a prefix'. If this is activated, the system will add the Business Unit Prefix number to the Notes that are added on this workstation.
Touch screen connected to this workstation	Are you using a touch screen for this workstation? If so, additional support for touch screens will be used.
Start client maximized (full screen)	Especially for production workstations it is recommended to have a full screen dialog opened with ABSSolute. Office users sometimes prefer the ABSSolute application started with a small window.
Confirm closing client	Do you want to have a confirmation when you want to close the client-application?
Record container number	In the weighing dialogs the system will ask for the entry or scanning of the container numbers. With this option the container recording is fully integrated in the normal working routines.
Create delivery scans for delivery note not based on inscan	In most cases delivery notes will be based on outscan. But here you can change this to inscan. You can do this for example; if you only scan in items, instead of scan them in and out.
Print Cleanroom Garment Sticker	Use this option if cleanroom garment stickers should be printed. Note: This option is only available if module 'Print Cleanroom Sticker' is included in the license.
Client-settings	These are special setting when the Residential Services module are used.

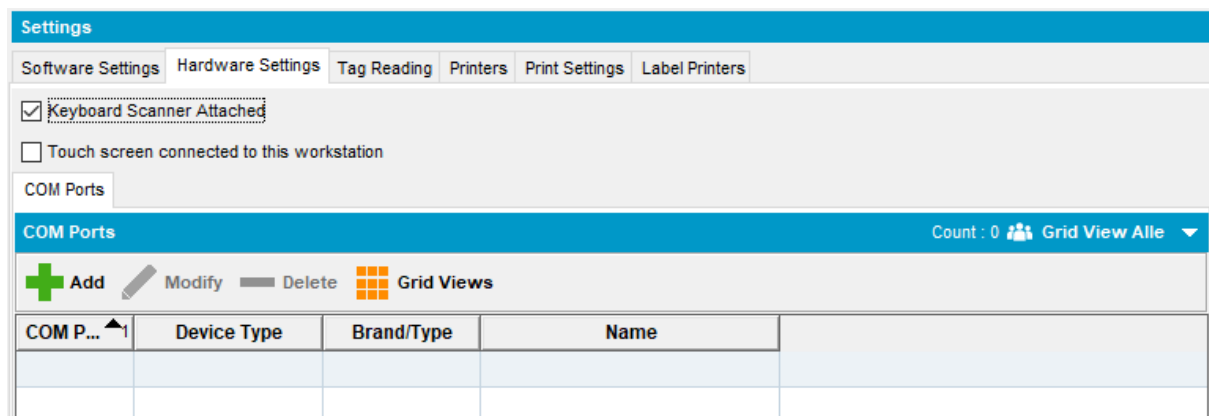
1.11 Workstation – Software Settings – Residential

These are special settings when the Residential Services Module is used.



1.12 Workstation - Hardware Settings

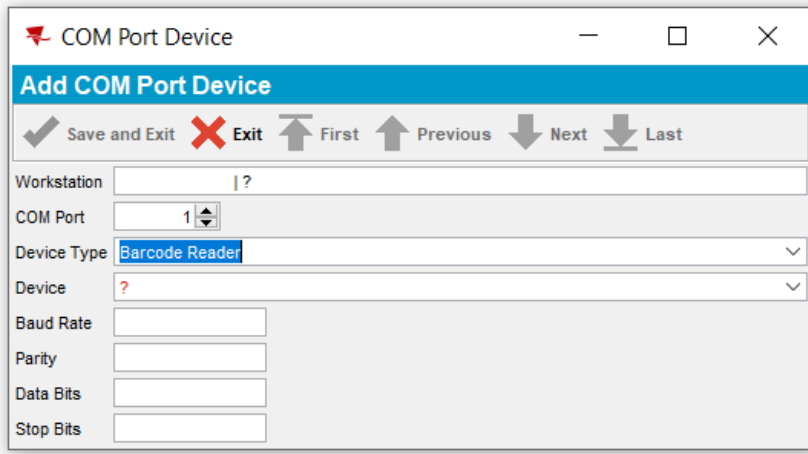
With hardware settings you can define devices that are attached to a workstation. For example, this can be a keyboard scanner or communication port.



Settings	Description
Keyboard scanner attached	Is there a 'keyboard scanner' attached to the workstation?
Multi read scanner attached	Is there a 'multi read scanner' attached to the workstation?

1.13 Workstation – Hardware Settings - COM ports

If you have communication ports attached to your workstation you can define them here. These can be used for connecting devices like barcode scanners, chip readers and other devices. By defining them here the client-application can communicate with these devices, so you can make use of a scanner to scan barcodes for example.



1.14 Com ports fields:

Field	Description
COM Port	The number of the communication-port that is attached to the workstation. This is a number from 1 to 255.
Device type: Barcode reader Chipcode reader Datamatrix Serial printer Sorting system Weighing scale	The Comport needs to be configured for a type of device as there are barcode scanners, chip-antenna's, weighing scales, sorting systems etc. If the Device Type that needs to be linked is not in the pre-defined list, please contact your ABS Project Manager or your system supervisor.
Device: Cosys – RS IT5800 DL900 – Data Logic 900 Image Team – HHC 3875 Etc.	A device that needs to be linked to a com-port, can be chosen from a predefined list as there are: Several brands and types of barcode scanners, chip antennas, data matrix scanners, sorting systems and weighing scales. If the device is not yet listed, please contact your ABS Project Manager or your system supervisor.
Baud rate/Parity/Data Bits/Stop Bits	Device settings that are used for communication, these will be determined by the device you have selected.

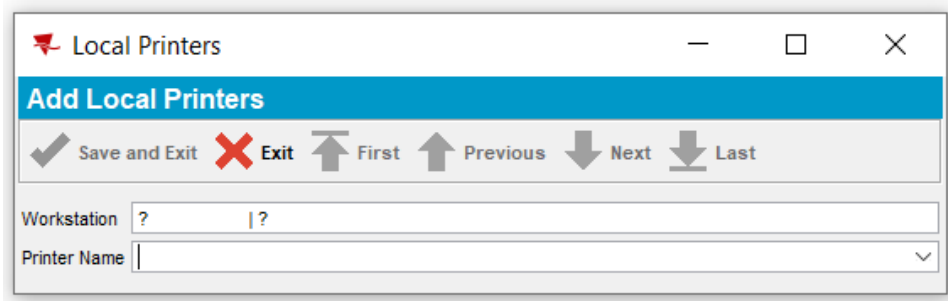
1.15 Workstation - Printers – Local printers

Per report you can configure to what printer the report needs to be addressed. Example: for some printed reports it can be necessary to print them on a matrix printer. Other reports could be printed

on the default printer (for example, a laser printer). Also, settings for preview and number of copies can be set.

The list of printers you define here can be used with the tab-option 'Printer Settings'.

Note: You only need to change these settings if you want to make use of multiple printers for printing reports like invoices and delivery notes.



1.16 Printer fields:

Field	Description
Printer Name	The name of the printer. You can select this from a list of printers defined on your workstation. Note: The printers that are added here as 'local printers', can be used in option 'Print Settings' for setting a specific printer to a specific report.

1.17 Workstation - Print Settings

With the option 'Print Settings' you can define some additional settings about the printers related to certain reports. For example, if you want to show a preview first before you start printing, you can define this here. You can also define the default printer that will be used on a specific workstation, in the situation where you have more than one printer.

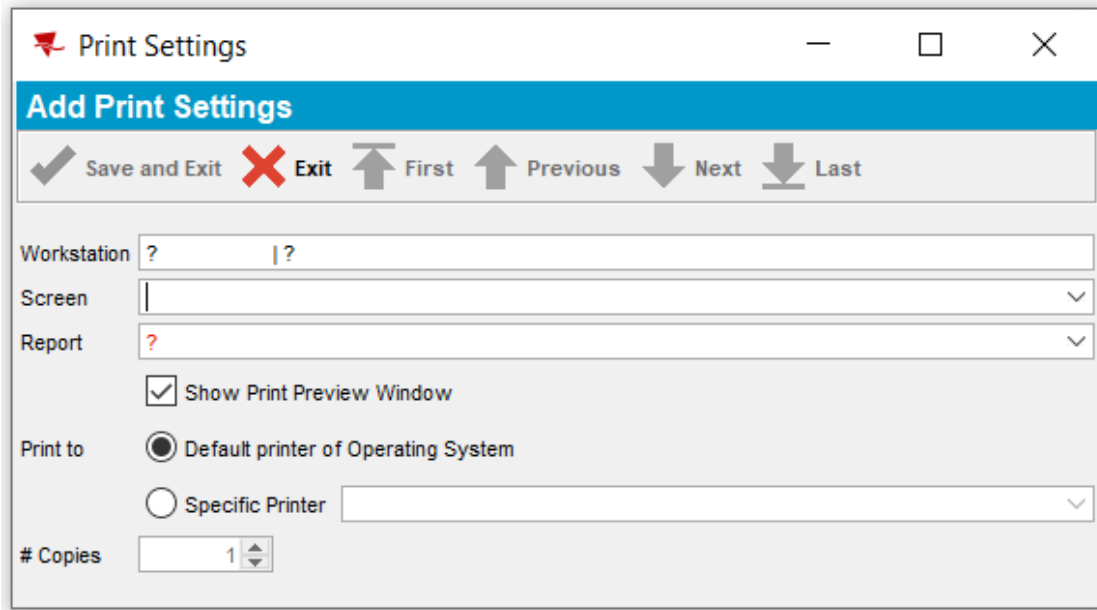
An example:

For Invoices you can print acceptgiros, appendixes and invoices. These should be printed on different paper-formats. For this purpose, you want to use a laser printer that can load paper in three different paper-trays. What you do is the following:

You define three printers under your Windows Operating System that refer to the same laser printer but differ in the use of the paper-trays. You call them 'Laser Tray1', 'Laser Tray2' and 'Laser Tray3'.

You add these three printers in the tab-page named 'Printers'.

You assign these printers in the tab-page named 'Printer Settings' for the 'Print Invoices'-screen and the reports 'Acceptgiro', 'Appendixes' and 'Invoices'.



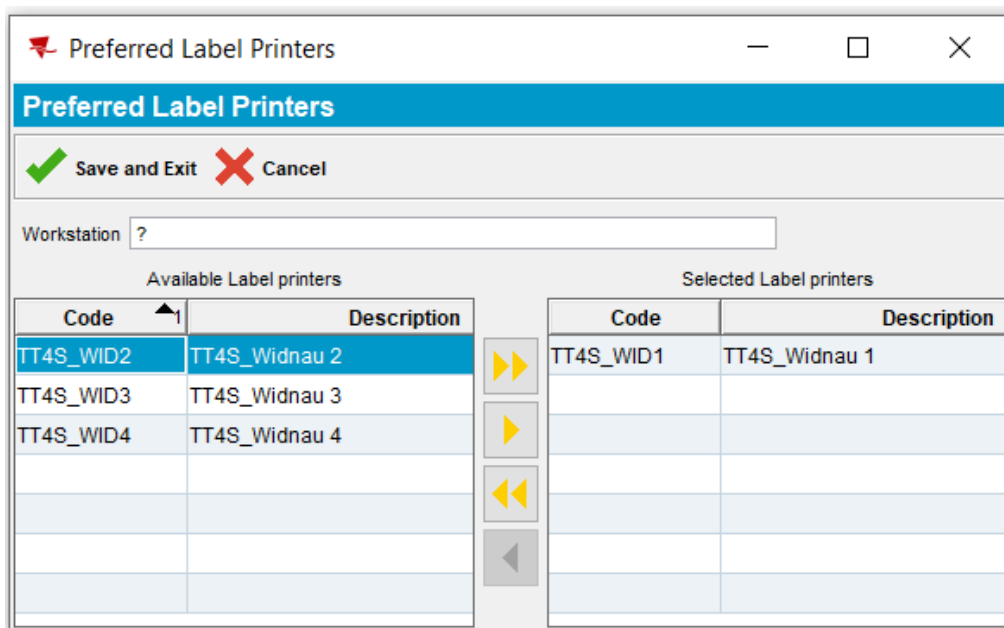
1.18 Overview settings/fields:

Setting/Field	Description
Screen: Batch delivery notes Bulk delivery note Consignment notes Consolidated invoices Etc.	Here you select a screen. You can specify for what dialog you want to change the settings about reports and the way they are printed on this workstation.
Report The Selection you will see depends on the screen you had chosen.	Choose the report that needs specific settings for this workstation. A list with all relevant documents will be presented by the system.
Show Print Preview Window	Per document that is printed it can be defined if a preview is required or not. For production locations (workstations at packing or soil receiving) the preview is turned off for performance reasons (so always print).
Default printer of operating system or Specific printer	You can select the printer for this workstation by choosing the default printer (of the operating system) or select another printer from a list of available printers that has been added in tab-page 'Printers'.
# Copies	Per document per workstation can be identified how many copies are required, every time that a print is made of a certain document.

	Example: if a laser printer is used but the laundry decides always to return one copy with the signature of the customer, this could be a reason to print multiple copies.
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1.19 Workstation - Label Printers

With the option ‘Label printers’ you can define the label printer(s) you want to use for a specific workstation. A label printer is used if you want to identify your garments yourself. For example, you can have one workstation where you want to print barcode-labels and another where you want to print name-labels.



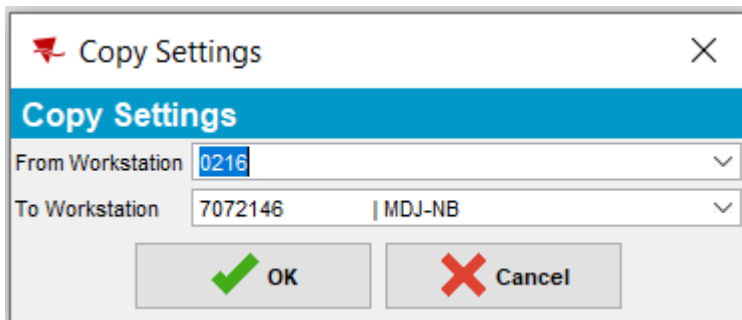
1.20 Overview of settings:

Setting	Description
Available label printers	This shows a list of label printers that have been defined. These have to be added with the menu-option ‘Label Printers’ in ABSSolute.
Selected label printers	Here you can add the label printer(s) you want to use for a workstation. You select them from the list of available label printers. These can be defined with the option ‘Label printers’ in ABSSolute.

1.21 Workstation – Copy Settings Button

Workstation Settings			
Code	Description	Business Unit	Last Used
0100	wsch0100	Boco Herdern	Mar 5, 2008
0200	wsch0200, Paraskevi Kefos	Boco Herdern	Apr 21, 2010
0211	wsch021, Güntensperger Janet	Boco Herdern	Jun 18, 2009
0212	wsch0212, Teststation	Boco Herdern	May 18, 2009

In the Workstation-dialog an extra button is available named ‘Copy Settings’. This can be used if the settings that were made for a specific workstation are also needed in another workstation.



To copy the settings from one workstation to another, do this:

Click the Copy Settings-button.

First select the ‘From Workstation’.

Then select the ‘To workstation’. Default this will be the current workstation.

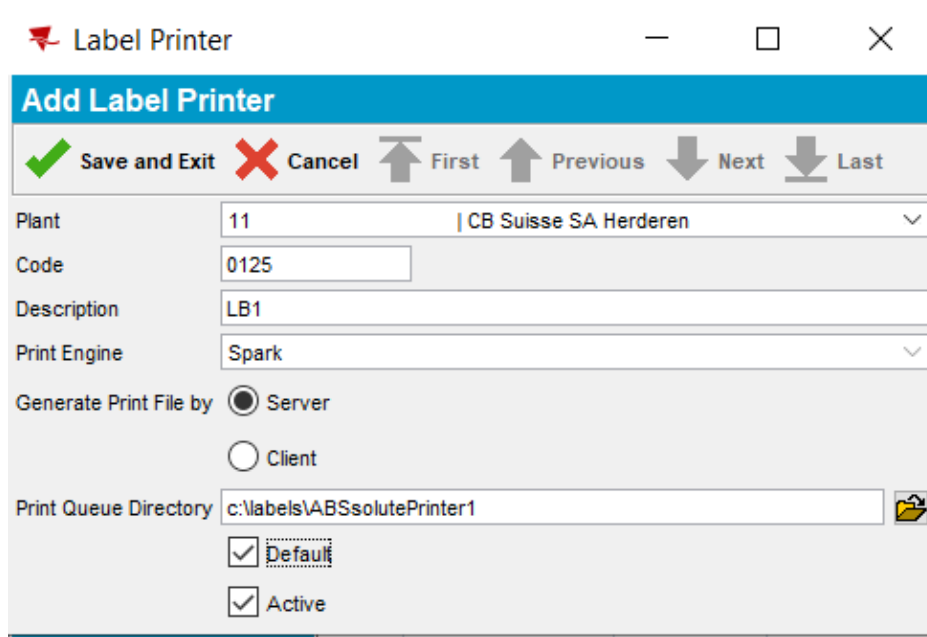
Click the OK button.

2 Label printers

If you want to label your garments/items, you can make use of a label printer. A label can contain information like a barcode, customer number, customer name, wearer number, wearer name, department code, product code, product description, etc. It is possible to use one label printer for printing barcode-labels and another one for printing name-labels. Each label-printer you are going to use must be defined in ABSolute. In that way it is also possible to use a specific label printer on a specific workstation. For example, on workstation ‘stockroom 1’ you want to print name-labels, and on workstation ‘sort station 3’ you want to print barcode-labels.

The printing itself is done with a separate application like Spark, a label-printing application.

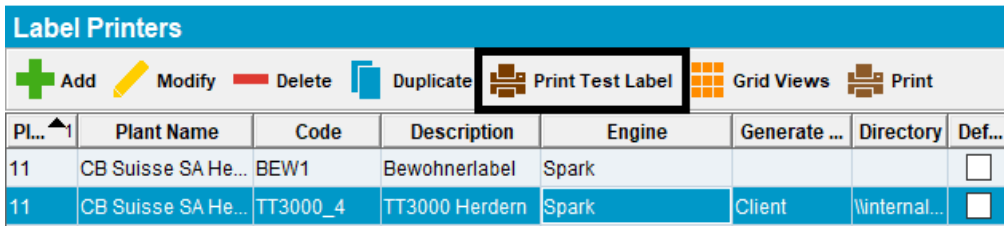
ABSolute does not print labels, but each time a ‘print label command’ is received, it will store this as a file in a specific directory. This file will then be read by Spark and will result in the printing of a label.



2.1 Overview of fields/settings:

Field/Setting	Description
Plant	Select the plant for which the label-printer-definition is needed. It is possible to separate label-printers over more than one plant.
Code	A code for the label-printer.
Description	A description for the label-printer. With this you can describe the function of the printer like 'name label printer', or just enter the type of the printer like 'Thermopatch HIQ-2'.
Print Engine	The name of the print engine, the application that is responsible for the actual printing of the labels. In most cases this will be Spark. Important: For option 'Spark' an extra module is needed in your license. This module is named 'Spark Labelprinting' and defines the maximum number of label printers that are needed.
Print Server Name	The name of the print-server. This is in most cases the name of the workstation-PC including the port-number. You select it from a list.
Print Queue Directory	The name of the directory where the files are stored. Each print-label-command will result in a file that will be stored in this directory and will be read by the 'print engine'.
Default	This label printer will be linked as default every time when a new label layout is added (see Label Layouts).

2.2 Label printers – Print Test Label Button



The Label Printers-dialog includes a button named 'Print Test Label'. This can be used to test the following:

Is the process responsible for printing active? This is the 'print queue'-process and can be checked by opening the 'maintain label queue'-dialog.

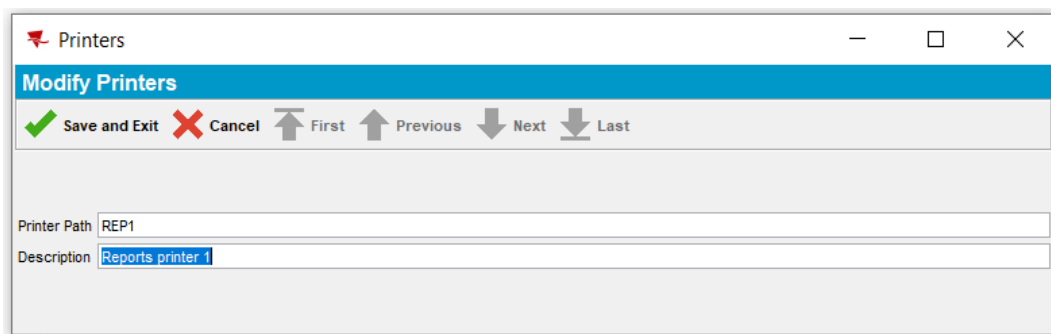
Is there a label-file created in the correct folder? This file is named ABSOLUT.LBL.

The label-file will contain fields filled with 'X'. The design-code is 'C01'. This means, if a design is made with the same code, the actual printing can also be tested. Please see manual '21-A1 Label Printing' for more information about this subject.

3 Printers

You can define your own printers. Each printer can be given a printer name - the share-name of the printer - and a description.

Note: This is mainly used for printers that are not available on the local workstation. It is recommended to define printers with the option Workstation settings.



Overview of fields:

Field	Description	Example
Printer Name	The share-name of the printer. Be sure you do not mistype this share-name, because there is no check on it here.	\\CLD\HP4000ATCLD
Description	The description of the printer	Reports printer 1